

PRINCIPAL PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Principal Planner exists is to serve as a technical specialist on a management team that oversees the general planning, development and customer services within the Planning And Development Services department. Work is performed under general supervision by the Planning and Development Services General Manager and/or the Chief Planning or Development Officer.

ESSENTIAL FUNCTIONS

Oversee the management and development of special projects relating to planning, engineering, development processes, policies and standards for the City.

Oversee the assimilation, organization and communication of planning, development and customer service related information to the organization and the public.

Initiate and manage complex planning projects, including the development of scopes of work and budgets, hiring and managing consultants, conducting a wide range of public and special group meetings, coordinating activity involving multiple departments, and providing inspiration and guidance to professional staff conducting planning, development and customer service activities within these projects.

Coordinate the activities of special staff teams that conduct planning, development and community relations functions, providing direction, support, management, resources and advocacy.

Serve as a team member in the development of budgets, program goals and values, organizational structure and training for Planning and Development Services Department.

Serve as a spokesperson for assigned special projects.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Personal computers and planning software

Ability to:

Be an effective team member

Initiate and complete major work efforts

Communicate using a wide range of techniques and forums

Be creative, adaptable and willing to accept new challenges and focus on the needs, aspirations and unique traditions of the City of Scottsdale.

Initiate and manage projects involving multiple disciplines and functions

Education & Experience

Any combination of a Bachelor's degree in Planning, Architecture, Engineering, Geography, Social Sciences, Landscape Architecture or related fields and four years of progressively responsible experience in a planning, design or related professional activity.

FLSA Status: Exempt

HR Ordinance Status: Unclassified